

## APPLIED & ADVANCED LEARNING SPECIALIST

<b>Job Title:</b>	Applied & Advanced Learning Specialist
<b>Initial:</b>	August 2015
<b>Revised:</b>	August 8, 2024
<b>Work Year:</b>	220 days
<b>Office:</b>	Education
<b>Department:</b>	Applied & Advanced Learning (AAL)
<b>Reports To:</b>	Director of Applied & Advanced Learning
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 13

### Related Organization Chart



**POSITION SUMMARY:** The Applied & Advanced Learning Specialist supports the successful implementation of Applied & Advanced Learning (AAL) programming by assisting the Director of AAL in the management and implementation of Concurrent Enrollment (CE), Career & Technical Education (CTE), Work-based Learning (WBL), and career and college planning.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending upon building assignments and other factors.

- Creates and maintains Concurrent Enrollment, ASCENT and Career and Technical Education data including, but not limited to, IHE enrollment reconciliations, budget updates, final college grades, student coding, and IHE third party billing for college tuition payment for CDE compliance.
- Assists AAL Director with collection, review, and analysis of data.
- Prepares executive summaries for Director of AAL.
- Maintains AAL planning calendars and forms.
- Acts as a liaison between collegiate financial departments and District 49 for tuition and textbook payment for staff and students.
- Assists with the purchasing process for Career and Technical Education programs, including procurement, tracking, and documentation for reimbursement.
- Maintains accurate records of Career and Technical Education program purchases and ensures compliance with relevant financial regulations.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Collects and compiles data for the Career and Technical Act (CTA) to support meeting state reporting requirements.
  - Collaborates with the Career and Technical Education program coordinator and instructors to ensure data accuracy and completeness.
  - Responsible for budget tracking for CE and WBL accounts.
  - Responsible for maintaining college texts for scholarship students.
  - Works cooperatively across all departments and divisions to align efforts.
  - Performs other related duties as assigned.

**Supervision & Technical Responsibilities:**

- This position does not supervise other employees.

**Budget Responsibility:**

- This position does not have any direct budget responsibility.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:**

- High school diploma or equivalent required.
- Associates degree preferred.

**Experience:**

- A minimum of three (3) years of experience working in office, clerical, or other professional capacity, preferably in K-12 education.
- Experience with MS Excel and student information systems (PowerSchool).

**Knowledge Skills & Abilities:**

- Excellent communication and writing skills.
- Bilingual Spanish preferred.
- Demonstrated ability to work as a member of a high performing team.
- Ability to work well with others in a diverse educational community and interact with all stakeholders in a professional and approachable manner.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Personal computer, keyboarding and word processing skills.
- Operating knowledge of and experience with personal computers and common office equipment.
- Operating knowledge of and experience with various software applications such as Google Suite, Microsoft Office and web applications.
- Ability to create MS Excel spreadsheets, formulas, and charts/graphs.

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**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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